

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818

Employee Name	<u>KERNAN, Scott</u>
Expense Dates	<u>10/30/09-11/20/09</u>
Total Expense Amount	<u>667.98</u>
Amount Due Employee	<u>509.38</u>
Form ID	<u>TEA000555406</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/30	Transit Subsidy	65.00	
2)	11/18	Lodging	101.89	
3)	11/19	Lodging	101.89	
4)	11/20	Parking, Auto	18.00	lost
5)	11/20	Commercial Air Fare	158.60	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	126:19	A receipt is required for the Parking, Auto expense on 11/20/09.	

**Travel & Expense Account
Transmittal Sheet**

I have reviewed the following documents.

Approved
by:


Brett H MORGAN

Travel & Expense Account Summary

Employee Name Scott KERNAN
Expense Dates 10/30/09-11/20/09
Report Name 5700 Nov 2009 Receipts

Request Total \$ 667.98
Direct Charge Total - 158.60
Travel Advances - 0.00
Net Due Employee = **509.38**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	RT Pass	65.00
Regular Travel	CSSA	602.98

NOTE: (d)=Direct Charge

DATE	Wed Nov 18	Thu Nov 19	Fri Nov 20							TOTAL
Commercial Air Fare (d)	158.60		158.60							317.20
Dinner	18.00	18.00								36.00
Lodging	101.89	101.89								203.78
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Parking, Auto			18.00							18.00
TOTALS \$	278.49	141.89	182.60							602.98

DATE	Fri Oct 30									TOTAL
Transit Subsidy	65.00									65.00
TOTALS \$	65.00									65.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	RT Pass	10/30/09	Transit Subsidy	65.00	Cash
Regular Travel	CSSA	11/18/09	Commercial Air Fare	158.60	Direct Charge
Regular Travel	CSSA	11/18/09	Dinner	18.00	Cash
Regular Travel	CSSA	11/18/09	Lodging	101.89	Cash
Regular Travel	CSSA	11/19/09	Breakfast	6.00	Cash
Regular Travel	CSSA	11/19/09	Lunch	10.00	Cash
Regular Travel	CSSA	11/19/09	Dinner	18.00	Cash
Regular Travel	CSSA	11/19/09	Incidentals	6.00	Cash
Regular Travel	CSSA	11/19/09	Lodging	101.89	Cash
Regular Travel	CSSA	11/20/09	Breakfast	6.00	Cash
Regular Travel	CSSA	11/20/09	Parking, Auto	18.00	Cash
Regular Travel	CSSA	11/20/09	Commercial Air Fare	158.60	Cash